

STUDENT TEACHERS/INTERNS NON-INSTRUCTIONAL AIDES

STUDENT TEACHERS/INTERNS

The Board encourages the chief school administrator to cooperate with colleges and universities in the placement of student teachers/administrative interns in the district's schools. Student teachers/administrative interns shall be placed with experienced staff members who agree to perform the necessary training and supervision.

The chief school administrator shall recommend and the Board approve the selection and placement of student teachers and administrative interns. Student teachers/interns shall comply with the requirements of law regarding health examinations and criminal history checks.

The supervising teacher and principal shall be responsible for the conduct of student teachers while serving in the schools of this district. The chief school administrator shall be responsible for administrative interns.

Student teachers/interns shall be allowed to participate in school activities where their contributions would be appropriate to the educational program of the school.

The chief school administrator shall endeavor to ensure the equitable distribution of student teachers/interns throughout the district.

No remuneration will be provided to student teachers or administrative interns.

NONINSTRUCTIONAL AIDES

The Board, within its financial means, may hire aides as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's constructive involvement with the class. The primary benefit must be to the pupils.

Lunchroom and playground aides shall be under the supervision of appropriate certified personnel.

The chief school administrator shall submit statements of assurance affirming that all paraprofessional staff hired, were employed as instructional or health and safety personnel or in accordance with the requirements of individualized education programs. The statements of assurance shall be submitted biannually to the executive county superintendent no later than September 30 and January 31. All aides (paraprofessionals) shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

On or before May 15 in each year, a paraprofessional continuously employed since the preceding September 30 in a school district that receives funding under Title I of the federal Elementary and Secondary Education Act of 1965 shall receive either:

- A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the Board of Education; or
- B. A written notice that such employment will not be offered.

**STUDENT TEACHERS/INTERNS
NON-INSTRUCTIONAL AIDES**

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1 Through -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:16-2 through -5	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against civil actions
<u>N.J.S.A.</u> 18A:16-6.1	Indemnity of officers and employees in certain criminal Actions
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal, or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:54-20	Powers of Board (county vocational schools)
<u>N.J.A.C.</u> 6A:9-10.2	Curriculum for teacher preparation programs
<u>N.J.A.C.</u> 6A:9-10.3	Supervision of practicum students
<u>N.J.A.C.</u> 6A:32-4.1(d)(e)	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.2	Approval of paraprofessional staff
<u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u>	School Employee Physical Examinations

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Possible

Cross References:

*3541.1	Transportation routes and services
*3542	Food service
*4111	Recruitment, selection and hiring
*4112.4	Employee health
4121	Substitute teachers
*4123	Classroom aides
*4212.4	Employee health
*4215	Supervision
*4216	Evaluation
4221	Non-instructional substitutes
*6162.4	Community resources

* Indicates policy is included in the Critical Policy Reference Manual

NJSBA Issued - 03/15

Adopted/Revised: 10/18/12; 6/18/15